

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
November 17, 2021

In attendance via ZOOM: **Russell Robinson (Treasurer, Malvern Borough Appointee), Elizabeth Jekot (Willistown Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Maggie Stanton (MPL Director) Rebecca Dinucci (East Goshen Township Appointee), Andrea Cardamone (President, Malvern Borough Appointee), Kathy Kavanaugh (East Goshen Township Appointee)**

Absent: Wendy Waltman (Malvern Borough At-Large Member)

Other Attendees: Emily Quillen (MPL Staff Member), Kyle Litzke, Arcus Design Group (For building improvement discussion only)

Call to Order: Andrea Cardamone called the meeting to order at 7:00 PM

Meeting started with a presentation by Kyle Litzke of Arcus Design Group mostly addressing the proposal for phase 1 of the MPL building improvement project. Kyle was asked to explain the increase in costs from the last proposal presentation. Kyle discussed the costs for the different parts of the project giving consideration to cost per square foot. Level of cost will be related to specific decisions the Board makes when detailed plans are done. Kyle noted they will repurpose whenever possible. Specific costs for a front desk that will meet our needs was outlined and reasons given. The goal of this session was to explain the phases and reasons for estimated costs to the Board, not to approve the costs of plan implementation. Before that, Arcus has to develop a specific plan that can go to contractors. This session was to approve that next step and the related costs. This next planning stage is necessary to get bids from contractors. Arcus will help us get bids.

Zones A and B would be starting places. They include the entry area, the desk, and the children's area. Some attention would be given in phase 1 to the computer section because it is close to the other sections for this phase. Phase 1 includes a bit more than half of our library area. It is more efficient to do as much as we can in an earlier phase to avoid extra costs of workmen returning later.

Discussion of time frame. Are contractors available now given COVID circumstances? Probably yes, since we are a comparatively small job.

Motion made and seconded to approve \$17,500 for Arcus to develop detailed plans for phase 1 of building improvement.

Discussion

Getting 3 bids will cost more because Arcus has to work with more than one person. We still want the bids. Who pays the contractor? MPL does. Is the proposed amount of \$200,000 for the work too high? We would still have a substantial reserve. Reminder that we could space the

other phases out as much as we want to and wait until our fund raising improves. The Borough may help with carpet and painting.

Motion approved for \$17,500 for Arcus, all voted yes with one abstention.

NOTE: The Board has adopted a consent agenda procedure. As part of that format, documents and reports relevant to Board meetings are made available to the Board for review in advance of meetings, limiting the need for information contained therein to be repeated at the meeting. Meeting minutes include only information discussed during the meeting with relevant reference to Board Packet documents as necessary. All Board Packet documents are available in records, along with meeting minutes.

October meeting minutes approved.

Discussion regarding Consent Agenda:

President's Report No report

Treasurer's Report New financial information was received after the Treasurers Report was written. The new document will replace the former one. Question about our plan to add money to our Vanguard investment. This will be discussed next month. Our Vanguard investment has earned approximately \$33,000 from the start.

Secretary's Report No report.

Friends' Report See packet

Document Review Committee Report See packet

Old Business

2022 Budget

Question: Who will be a second signature on bank accounts after board departures? To be determined next meeting.

Budget presented and discussed:

Wages appear as approved by the Board

Willistown increased their contribution

Allotment for administrative services expense was increased by \$3,000 to a total of \$3,120 to cover possible consulting re various MPL policy changes. Allotment for programming was increased by \$1,7600 to a total of \$4,800. Are we thinking big enough on programs? Discussion of how many programs we can realistically manage. What equipment does the library need? The cost of a 3-D printer (\$1,500) was added into the Equipment Lease Expense line for a total of \$2,820. Allotment for Public Relations was increased by \$2,420 to a total of \$2,500. The allotment for Training – Staff was increased by \$1,000 to a total of \$2,000 to provide support for employee engagement, a few fun things for the employees.

Do we need to fund a better employee payroll system that tracks leave? No, the County does that for us. Do we need to spend more on e-books? That is being addressed by the current system. Should we fund some more or different insurance plans? We will wait until our new lease has been finalized to discuss that.

Financial contribution from the County is not yet certain. We will know more next month.

Motion made and seconded to approve the 2022 budget as amended. Approved with unanimous vote.

New Business

Summary for Chester County

Should our building improvement plan and other accomplishments of the last year be shared with the County director? Who should do that? Maggie will inform the County when the opportunity arises at a meeting there. Municipalities want to hear from the trustees. We need to stay in touch with each of our municipalities. We should schedule another retreat to set Board member expectations.

Board Officer Slate for December Elections

The following people were nominated:

Russ Robinson for President

Rebecca Dinucci for Vice-President

Kathy Kavanaugh for Treasurer

Question arose about whether the next meeting date should be changed to December 15th. Change was agreed to. Maggie will notify all Board members. (After the meeting it was determined that the date for the next meeting had already been set for December 15th.) The director announced her due date and was asked to report at the December meeting on how she has assigned responsibilities to other MPL employees during her leave time. The director will also inform Board members of her vacation and sick leave status before the next meeting and will send the MPL vacation and sick leave policy.

Adjourned 8:50 PM

Victoria B. Damiani
Secretary